

**SOUTH ASIAN UNIVERSITY**

**NO DUES CERTIFICATE for Students**  
(To be submitted in Triplicate)

**A. Particulars:**

**Student's Name :** \_\_\_\_\_ **Enrolment No.** \_\_\_\_\_

**Course** \_\_\_\_\_

**Year of Admission :** \_\_\_\_\_ **Date of Leaving** \_\_\_\_\_

**Were you Scholarship Holder :** Yes / No

**Complete Residential Address :** \_\_\_\_\_

**Phone Number :** \_\_\_\_\_ **email** \_\_\_\_\_

**Medical Insurance Card Number:** \_\_\_\_\_

**Student's (SAU) ID Card Number:** \_\_\_\_\_

**Specimen Signature of Student:** \_\_\_\_\_

**Process of obtaining No Dues Certificate may be initiated (to verify and sign):**  
**DR (A&E)/AR (A&E) -**

**B. NO DUES CERTIFICATE TO BE ISSUED BY :**

<b>S.No.</b>	<b>Department</b>	<b>Details of dues, if any</b>	<b>Authorized official's signature with date</b>
1.	Library		
2.	A.D.(ICT)		
3.	Asst. Dean of Students		
4.	Security Officer		
5.	Hostel		
6.	AD (HSS)		
7.	DR (SW) For return of Medical Insurance Card		
8.	Hostel Mess		
9.	Accounts Dept.		

**C. This is to request that my Security Deposit may be refunded to me through cheque/Bank Draft drawn in favour of \_\_\_\_\_ Bank Account Number \_\_\_\_\_ payable at \_\_\_\_\_.**

\_\_\_\_\_  
**Student's Signature**